

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.  
FIRST QUARTER MEETING

Minutes of Thursday, February 17, 2011

The First Quarter meeting of the Delaware Public Purchasing Association (DPPA) for 2011 was hosted by the New Castle County at Trattoria Di Napoli Restaurant.

Present in attendance: Ruth Kowalski, and Clifton Crawford, New Castle County; Peter Gregg, City of Dover; Sussanne Jara and Kim Cuffee, DSP; Lisa Tusick, Town of Bethany; Tina Austin, and Phil Ceresini, City of Wilmington; Janet Schukoske, State of DE/ERP; Paul Giery, Dept. of Corrections

**Opening of the Meeting – Sussanne**

Sussanne Jara, President, called the meeting to order at 10:15 a.m. She welcomed everyone to the meeting and thanked the New Castle County for hosting.

**Reading of the Minutes**

Sussanne asked for a waiving of the reading of minutes.

A motion was made by Tina Romano and seconded by Ruth Kowalski and unanimously passed.

**Treasurer's Report – Kim**

The treasurer's report was read by Kim Cuffee (copy attached)

Previous balance	\$ 6,688.28
Income	665.00
Expenses	<u>4,716.05</u>
Balance	\$ 2,637.23

Kim explained that we will need to pull some money for the Conference. She submitted a copy of the CD notice. She will take \$10,000 out of the CD for the Conference. The CD has a current balance of \$20,869.33 and a Maturity date of March 4, 2011.

A motion was made by Phil Ceresini and seconded by Ruth Kowalski to accept the Treasurer's report as written; passed unanimously.

### **Program – Janet**

Now through next October, the program will focus on the conference.

### **Chapter Liaison – Sussanne**

Discussed NIGP membership in the state. We currently have 23 NIGP members in the State, 12 of them are also DPPA members and 4 DPPA members are classified as retired NIGP members. We need to do something to get more NIGP members to become DPPA members.

We were the Second Chapter to pass the Value and Guiding Principles. George thanks us for our quick response and is happy to report that it was passed unanimously.

On December 1st Sussanne participated in a Chapter Officers conference call. Updating the dues and the CPPO/CPPB preparation were discussed.

The updated Chapter Officers list has been sent to NIGP.

The Chapter Seminar agreement was sent to NIGP.

The Gross Revenue and Chapter Financial Reports need to be filled out by Kim and sent back by March 1.

### **Awards & Scholarships – Pete & Ruth**

No applications have been submitted. Discussion was held in regard to easing the requirement to have copies of college transcripts.

The motion to remove the Transcript requirement was made by Paul Giery and seconded by Pete Greg. It was passed unanimously.

### **Membership – Pete**

Pete has been extremely busy and has not had a chance to do much as far as getting new members. They are to send something to the NIGP members that are not also DPPA members.

There are 3 DPPA members that have not paid from last year. We have four new members. His name is Bruce Krug, DHSS; Barry Wolfgang, City of Dover; Gary Fullman, City of Wilmington; and Latoya (Tony) Frieson-Jones, NC County.

### **Professional Development – Andria**

No Report

### **Public Relations – Cliff**

March is Purchasing Month. New Castle County will do their pretzel day again this year. The city of Dover may do a proclamation. Once again Sussanne will send out weekly puzzles with purchasing as subject matter.

### **Strategic Planning – Sussanne**

Sussanne reported that we completed 50% of our Strategic Plan. We completed our goals for Finance and Resource Management, Communication and Marketing, and Education and Professional Development. We did not complete our goal for Membership and Education and Professional Development.

Sussanne presented the New Strategic Plan. The big difference is the addition of the Region II Conference information.

### **Finance – Paul**

Paul submitted the proposed 2011 Budget. The budget was discussed and revised. The revised figures are as follows:

Chapter Assessment Dues	279.00
Food & Related	520.00
Insurance	125.00
Misc.	100.00
Regional Conference	10,000.00
Awards and Scholarship	4,000.00
Education	200.00
Membership	150.00
Program	250.00
Public Relations	100.00

### **Historian – Kim**

No Report

## **Old Business**

No Report

## **New Business**

Paul Giery and Phil Ceresini were presented with their membership certificates. There are still four other New members that have not gotten their Certificates because they have not been to a meeting. Sussanne will make sure that they get them.

Kim was given the receipt for the award holders.

Discussion was held about the DPPA website. Pete is going to look into DPPA hosting its own website. He will look into the cost of a domain and a webmaster.

DPPA is up for an official NIGP visit. It will probably be combined with the Region II Conference.

Sussanne discussed CPPB and CPPO tests and the percentage that pass the test. The CPPO has a 73% pass rate and the CPPB has a 58% pass rate. It was discussed that maybe the chapter should buy a copy of the review book. It was also discussed that we should look into hosting a review class given by someone that has already passed the test. Sussanne will contact Jenifer Steffin to see if NIGP can offer any helpful hints on how to successfully pass the CPPB test.

Sussanne discussed this year's Forum being held in Maryland Aug. 25<sup>th</sup> – 29<sup>th</sup>. The registration cost for members is \$1,069 to include banquet and \$974.00 without banquet. The cost for nonmembers is \$1369.00 with banquet and \$1274.00 without banquet. There is an early bird discount of \$300.00 for registration before April 29<sup>th</sup> and a \$50.00 off first time conference participants. Sussanne will register before April 29<sup>th</sup> to get the early bird discount.

Sussanne discussed Star Chapter and their fees. It was decided by the group that it was too costly and we do not have a need for them at this time.

The meeting was opened for Open Discussion. Paul discussed State Procurement Policy for what is meant by a \$5,000 purchase. It was decided that it needs to be better defined.

Peter discussed the City of Dover's 3% preference for Minority Purchase and what is considered a Minority Purchase. He is also considering requiring a procedure requiring at least one quote from a Minority Business for items under \$5,000.00.

**Meeting Schedule for 2011.**

<b>2<sup>nd</sup> Quarter – May</b>	<b>Bethany Beach</b>
<b>3<sup>rd</sup> Quarter – September</b>	<b>City of Dover and DE State Police ( visit conference hotel)</b>
<b>4<sup>th</sup> Quarter – November</b>	<b>City of Wilmington</b>

**Next Meeting: May 6, 2011 at Bethany Beach**

**The Region II Conference was discussed after lunch.**

**Meeting was adjourned at 2:30 p.m.**

**Respectively submitted by Janet Schukoske, Acting Secretary DPPA**